



Northumberland County Council

All Parents/Carers of students
In Year 6

Your ref: Admissions - Phase Change
Our ref: LF0925
Enquiries to: Admissions Team
Email: schooladmissions@northumberland.gov.uk
Tel direct: (01670) 624889
Date: 11 September 2025

Dear Parent or Carer

Phase Change September 2026 - Admissions Portal Open 12 September 2025

Your child will be moving into the secondary phase of their education in September 2026. This means that you need to apply via the Council's Admissions Portal **between 12 September and 31 October 2025** for the secondary school(s) that you would prefer your child to transfer to next September.

- The link to the Admissions Portal is here [Admissions Portal](#)
- Guidance on how to use the portal is available here: [Guidance on how to use Admissions Portal](#)
- Further information about applying the online is available here: [School Admissions Leaflet 2026-27](#)
- Information on school admissions policies, the admissions process and details of individual high and secondary schools and the Admissions Handbook are available here: [School admissions, places & appeals](#).
- We advise that you read the Admissions Handbook carefully before applying on the portal, but if you have any further questions on admissions then please contact the Admissions Team via the email provided above.

Please note that if your application for a place for your child is submitted **after 31 October 2025** it will be classified as late and will not be considered until all other on-time applications have been allocated – this may jeopardise your child's chances of securing a place at your preferred school or schools.

Yours sincerely

Lorraine Fife
School Place Planning and Organisation Manager

County Hall, Morpeth, Northumberland, NE61 2EF
(T) (01670) 624889

E) schooladmissions@northumberland365.onmicrosoft.com
) www.northumberland.gov.uk